Meeting Agenda

Monday, May 21, 2012  5:15 PM

Roll Call / Call to Order

1. Second Start Literacy Program – Informational Report/Tour (Attachment A)

2. Approval of Draft Minutes: January 30, 2012 (Attachment B)

3. Chairperson’s Commission Activities Report

4. Oakland Public Library Staff Activities Reports
   A. Library Director
      i. Library Activities – Informational Report
   B. Associate Director – Informational Report
      i. Branch Libraries/Building Projects Update

5. OLD BUSINESS
   i. Measure Q Reports Format – Continuation (Attachment C)

6. Commissioner’s Advocacy Reports
   A. Informational Reports and Announcements Commission Related Activities

7. Agenda Building - Determination of Schedule of New and/or Outstanding Commission Items

8. Open Forum (Public Comment)

9. Adjournment

To request a sign interpreter call 238-6713(v), 238-3281(v) or TTY 834-7446 at least 5 working days before the meeting
CALL TO ORDER: Chairperson Tidrick called the meeting to order at 5:25 p.m.

Roll Call:


Commissioners Absent: None

Staff: Library Director Carmen Martínez, Winifred Walters (Manager, Grants and Development), Associate Director Gerry Garzón, Gene Tom (Chief Financial Officer), Jamie Turbak (Administrative Librarian), Nina Lindsay (Supervising Librarian/Children Services), and Rosalía A. Romo (Executive Assistant/Recorder.)

1. Approval of Minutes

Commissioner Bernstein made a motion to approve the minutes of September 26, 2011, as amended. Commissioner Manley seconded the motion.

Minutes were approved unanimously: Yes - 11; Noes - 0; abstentions - 0

2. Chairperson report:

Chairperson Tidrick stated he was pleased and relieved that the City preserved the current library services as a whole after approving an amended city budget in the aftermath of the Governor’s decision to eliminate redevelopment agencies statewide. He credited the significant advocacy efforts that had some impact on this decision; he is aware that the budget issue is an ongoing concern.

3. OPL Staff Activities Reports

i. Director’s report

As you may have already heard, the California Supreme Court upheld ABx1 26, the bill eliminating Redevelopment Agencies. In summary, the elimination bill calls for the dissolution of Redevelopment Agencies and the formation of successor entities to “wind down” the activities that previously occurred with those agencies. This dissolution has a huge impact on the City’s budget, which has to be amended to reflect the loss of redevelopment funding. The library budget was left intact thanks to Measure Q. The Library received redevelopment money from time to time for small improvement projects at various branch libraries (such as carpeting, windows); 81st Ave branch construction used redevelopment funds. 14 library staff members, whose classifications are system wide positions, received lay-off notices. We don’t know yet the overall impact because
Oakland spread Redevelopment Funds throughout the City, affecting 159 Full-Time equivalent positions. This will change after tomorrow’s Special Council meeting. The City could go back to the voters to amend Measure Q should the City decide it needs to reduce the Library’s general public fund (GPF) contribution of $9.2 million.

- **Conflict of Interest Form.** Every year, certain city employees (and members of boards and commissions) are required to file Form 700 to comply with the State of California Statement of Economic Interests reporting. Please look for a packet that the City Clerk’s Office will be mailing sometime in February. All commissioners are obligated to file this form. There is a fine of up to $5000 for non-compliance.

- The Mayor’s State of the City Address is February 8th at 7 p.m. Please confirm with Rosalia if you’d like to attend.

- The Library’s Annual Report came out online and we would like your feedback. Postcards were sent notifying people of the new format. More library systems are doing it online as a cost saving measure.

- The Library held a series of job searching classes/workshops (at Main Library and West Oakland Branch) which were well attended, and we were pleased with the program. Today, libraries play an important role in helping people find jobs.

- CALTAC workshop coming up at the Walnut Creek Public library, February 25. This year’s topic: “Libraries: A Necessity or Nice to Have”. More information will be mailed to commissioners. Please rsvp to Rosalia.

Chairperson Tidrick took this opportunity to introduce and welcome newly appointed Commissioner Shanthi Gonzales.

### ii. Circulation Statistics Report:

- Associate Director Garzón referred to attachment A and went over the statistics. Overall there has been an increase of 4.6% in circulation and most libraries continue to see an increase of patrons and circulation. People continue using traditional resources, but we are also seeing the electronic influence in books; we began to purchase E-books in 2010 and expanded the collection in 2011 and the increase in usage is pretty significant. We have new children’s librarians at some branches which bring school classes into the branches and increase the circulation. In May 2010, OPL lost its dedicated computer specialist. Staff from the City’s Information Technology Department, who were not familiar with the library system, were sent to help with computer problems. A lot of equipment was down on a regular basis reaching up to over 200 help tickets in January 2011. Computer sessions were closed at times – a huge drop in almost every single branch. We now have 2 FT dedicated staff assigned to the Library. We also have a new computer system (migrated from the old one) which now tracks actual usage of computer sessions. A large number of adults use the computers, not just kids from schools (Ms. Lindsay added that schools have not increased computers in the classrooms); the libraries also provide Wi-Fi access. As for program attendance, we saw the numbers decrease in those branches that were closed temporarily due to improvement projects. Also, if there is not a children’s librarian at a branch we have a huge drop in the programs. This changes drastically when adding a children’s librarian to a branch - - circulation numbers rise; and at the same time, it is a challenge because of staffing limitations at some of the branches. It was agreed that staff will present quarterly circulation reports, and also add a narrative section to describe programs.
4. Children’s Services Presentation
Nina Lindsay, Supervising Librarian for Children’s Services, presented an overview of this division (referred to handout, attachment B.)

- Several years ago, with Measure O funding in place, there were children’s librarians at every branch
- There were over 9000 participants in the Summer Reading program
- Staff works with 5 school summer sites
- Programs include Books for Wider Horizons (serving 28 pre-schools with 55 volunteers)
- After school programs, family programs, storytime
- Programs are promoted on the Library’s website, calendar of events, and staff outreach

Questions followed. Commissioner Sterbenc is grateful for this report; she’s visited the branches and they’re happy with these programs. How can the LAC promote this, and are there any other points to best advocate this program? Ms. Lindsay responded that Commissioners can help in two ways: by letting people know about the library’s storytime programs and by encouraging school classrooms to visit the library once a year. Commissioner Sterbenc recommended that this should put at the top of the outreach effort for the LAC. Ms. Lindsay added that we are not fully staffed at the branches, and the hiring freeze makes it challenging to fill positions. The City is under critical budget constraints that affect the Library services tremendously.

5. Advocacy Reports:
- Commissioner White-Taylor Linda – visited the Eastmont library, which was impressive and vibrant; she’s also a member of the Book club at Dimond branch.
- Commissioner Alabi – none
- Commissioner Leavitt – none
- Commissioner Mixon – visited Temescal Branch Tool Lending and borrowed tools
- Commissioner Manley – none
- Commissioner Grisby – made appointment with Council members to discuss library
- Commissioner Tidrick – none
- Commissioner Katz – continues her focus on FOPL; helping the Friends of the Tool Lending library; Chavez Friends organized a “seed lending” program.
- Commissioner Bernstein – attended the Library’s holiday party; visited Dimond Branch and checked out a book bag (a Friends of Dimond Library project.)
- Commissioner Sterbenc – Second Start Literacy Program relocation opening ceremony is February 23 at the Main Library; staff started to do training at various branches, and Amy Prevedel led a tutor workshop with 25 participants. Visited MLKing branch (small but mighty.) Attended an Eastmont branch community meeting and mentioned the library’s lunch program during the last summer, and other library programs. She also mentioned she was looking at a blog in which Director Martinez was commended for the Library’s response to the Occupy Oakland protesters when they gathered in front of the Main Library a couple of months ago.
- Commissioner Gonzalez – no report. She added that she joined FOPL and was impressed by the Library’s website. She also organizes a Spanish community group at the Melrose branch, which is a great library.
6. Continuation of Debriefing/Next Steps of LAC Retreat

i. Frequency of Meetings. Does the Commission wish to keep the current schedule of meeting every other month or change to meeting monthly? The LAC used to meet monthly, but due to lack of quorums, meetings were cancelled often. Discussion followed. Some commissioners feel every other month is sufficient; there is not sufficient business at monthly meetings to keep commissioners interested and we start having no quorums. Other commissioners want monthly meetings to keep advocacy outreach going. Director Martínez added that staff spends time preparing for these meetings and overall every other month is ideal; also, staff will continue to keep commissioners informed of any urgent matters. Commissioner Bernstein recommended establishing sub-committees instead to keep active on certain issues. Director Martínez will email commissioners to get started on this.

Commissioner Manly made a motion to keep current schedule (every other month) for LAC meetings. Commissioner Gonzales seconded.
Motion approved: Yes - 11; Noes - 0; abstentions - 0

ii. Measure Q Reports Format. The LAC requested staff to change the format, perhaps add a comparison column with a brief narrative. Discussion will continue until next meeting.

7. Agenda Building
   • Frequency of LAC Meetings - - Continuation
   • Literacy Program Presentation/Tour

8. Announcements - None

9. Open Forum/Comments - None

10. Adjournment
   • Meeting adjourned at 7:10 pm.

Submitted by:

Carmen Martínez
Library Director